BOARD OF SELECTMEN JANUARY 7, 2013

I. <u>Call to Order/Roll Call</u>

Chairman Paul Salafia called the Regular Meeting of the Board of Selectmen to order at 7:00 P.M. in the Selectmen's Conference Room at the Town Offices. Present were – Roll Call: Chairman Salafia-Y and Selectmen Alex Vispoli-Y, Brian Major-Y, and Dan Kowalski-Y. Also present: Town Manager Buzz Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cable-cast live.

II. Opening Ceremonies

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements:

- ~ The Winter/Spring DCS Bulletin is now available and registration can be completed on-line.
- ~ The new GIS program is up and running it is web-based and called mini-map.
- ~ Bob Douglas, Conservation Director, said this year's deer hunt yielded 33 deer compared to 27 deer last year.

Larry Murphy reported:

- ~ The League of Women Voters will host their annual "Running for Office" workshop on January 10th at the Memorial Hall Library along with the Town of North Andover. Representatives from Andover will include Selectman Kowalski and Mr. Murphy along with North Andover's Town Clerk and Selectmen.
- ~ The proposed legislation to eliminate the sub-precincts has been sent to our legislators.
- ~ The Warrant for the Special Town Meeting will close at 4:30 P.M. on January 11th. The Warrant for the Annual Town Meeting will close on January 18th.

Selectmen Alex Vispoli and Dan Kowalski attended the Department of Transportation's public hearing on the reconstruction of the Route 28 railroad bridge. The bridge will be replaced with the same dimensions. Selectman Vispoli requested the two lane merge going north on Rte. 28 be improved upon. The meeting was well represented with plenty of questions and answers. Selectman Kowalski spoke with the bridge representative about improving the aesthetics of the fence over the bridge cage and expressed his concern with keeping traffic flowing during the construction project. The Board will draft a letter to the Department of Transportation stating their concerns.

Selectman Vispoli reported that the Economic Development Council will meet on January 24th and announce their top ten initiatives for 2013. They will request to have the initiatives put on the Town website. He also asked if employee paper checks can be eliminated and made available on-line. He announced that Paul Puzzanghera, the Town/School CIO, was invited by the State Technology liaison, Tim Sullivan, to join the State Outreach Division Board. He announced that the Commission to review OPEB funding has completed their report and it is now available at on the Mass Municipal website at www.mma.org.

Selectman Kowalski, as liaison to Fire Rescue, spoke with the Fire Chief about the EMS Program and expanding Basic Life Support to Advanced Life Support (1 paramedic and 1 EMT). The Chief has a plan and is ready to move forward with ALS. Mr. Kowalski would also like to explore the Town's fire hydrant system and requested the item be placed on a future agenda. In addition, he requested quarterly updates from the CIO on the status of the IT Project.

Selectman Kowalski asked that a Town Manager's Executive Summary be included with each agenda and also requested clearly defined CIP priorities. The Board discussed the need for an Executive Summary stating the agenda is a fluid document right up until it is released making it difficult to provide a timely summary. The Town Manager said there are other ways to deliver this type of request.

IV. <u>Citizens Petitions & Presentations</u>

Tom Deso, 81 High Street and Chairman of the School Building Committee, asked that the Bancroft School Project be placed first on the Special Town Meeting Warrant and requested a final number for the warrant article by Wednesday. They will have two warrant articles related to the Bancroft project – one to fund from available funds and the other to fund through debt exclusion. If it is going to be a contiguous vote, they have to factor in escalation costs. If it is not contiguous and receives a positive vote, they can move forward immediately with bids. The Town Manager reported the Department of Revenue has not officially responded with options and they have a conference call scheduled for Wednesday. The Board discussed the warrant article for the Bancroft Project additional funds, circumstances, and procedures for both. It was noted that the appropriation has to be for the entire amount following DOR guidelines. Mr. Deso said their intent is to have a non-contingent warrant article and requested the Special Town Meeting be held in the Collins Field House.

V. Public Hearing

A. <u>Transfer of Retail Wine & Malt Beverages Only Package Store License/Change of Manager/Pledge of License</u>

Selectman Kowalski motioned to approve the request of OM Patel, Inc., d/b/a Richdale

Superette, 10 Railroad Street, Andover, holder of a Retail Wine & Malt Beverages Only Package Store License at 10 Railroad Street, Andover, to Transfer the License to Lavdisha, Inc., d/b/a Richdale Convenience and for the appointment of Vasudev P. Patel of 380 Cross Street Winchester, Mass, as designated manager contingent upon BAT Training for all employees who work in the establishment. The motion was seconded by Selectman Major and voted 4-0 to approve.

Selectman Kowalski motioned to approve the application of Lavdisha, Inc., d/b/a Richdale Convenience holder of a Retail Wine and Malt Beverages Only Package Store License at 10 Railroad Street for the pledge of said license and liquor inventory to Market Street Variety, Inc., 44 Market Street, Ipswich, MA. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

VI. Regular Business of the Board

A. <u>Andover Youth Center</u>

Nancy Jeton, Chair of the Andover Youth Center Building Committee, provided an update on the AYC project. Five responses from the RFP for designs were received and they have chosen the firm of B H + A, Inc. (Bargmann Hendrie + Archetype, Inc.) who have designed several youth centers. To reduce the cost of the project, the size of the footprint has been reduced and they will hold off on building the gym for now raising funds for this later thus dividing the project into two phases. Town Counsel has advised the language for the 20,000 sq. ft. building be changed as the finished project in Phase I would be 15,000 sq. ft. Phase II would be the addition of a 9,000 sq. ft. gym built at a later date. There was a discussion on the original contract, square footage and revenue from the Town and Youth Foundation. The contract with the Youth Foundation and the Town does not change and they are not asking for any additional monies from the Town. The Youth Foundation money would be spent first and Phase II would be fully funded by the Youth Foundation. School Committee member Dennis Forgue pointed out the building footprint needs to move 35 ft. due to a wetlands setback requiring approval from the School Committee. Finance Committee Chairman Jon Stumpf asked why they are submitting the warrant articles for the Special Town Meeting. Ms. Jeton responded that in order to begin construction in the Spring and to have most of the work done over the Summer when school is not in session, it would be beneficial to have an earlier decision. If they wait for approval at the Annual Town Meeting, it will push the construction stage The Board has to determine if the two warrant articles are Townsponsored or private articles and vote their decision.

Selectman Major motioned the Board of Selectmen declare the two warrant articles for the Andover Youth Center be submitted as Public Articles. The motion was seconded by Selectman Vispoli and voted 4-0 to approve. Selectman Major motioned the Board declare the Warrant Article eliminate reference to the 20,000 sq. ft. building. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

School Building Committee Chairman Tom Deso said he feels there should be more community involvement if it will be a public project and does not see the same kind of transparency as relates to other projects.

Nancy Jeton requested the Youth Foundation articles be first on the Special Town Meeting Warrant.

B. <u>Financial Update</u>

Town Accountant Rod Smith distributed the Financial Reports for the period ending November 30th reporting revenues are ahead compared to last year. They are on track with projections and revenues and there are no red flags at this point.

C. <u>MUNIS Presentation</u>

Finance Director Donna Walsh updated the Board on the Town's MUNIS program which is the financial software used by the Town and purchased in stages and licenses. They have migrated from the ADMINS Software purchased in 1980 to MUNIS which is much more customized. It has been recommended by the Department of Revenue and in the Blum Shapiro Report, that the MUNIS System be expanded for decentralization, to evaluate revenue models offered by MUNIS to replace the Town's non-integrated financial system to provide full utilization of models, more access, decentralization of purchase orders, time and attendance modules and to have a more timely and centralized system. The goal is to have the purchase order system decentralized by June 2013 for all Town Departments and by June 2014 for the Schools. They will convert three years' activity from ADMIS to MUNIS with the goal of sending out FY-14 Preliminary bills on MUNIS and provide departments and users access to the general ledger and ability to run reports as needed. In FY-14, they expect to proceed with the conversions to the additional new modules and to implement employee self-service to view payroll information, W2's, etc. Decentralizing Accounts Payable entries and Payroll will take more review and planning.

D. Andover Community Access Media Agreement – First Reading

Assistant Town Manager Steve Bucuzzo reported on the current services provided by the Andover Community Access Media and planned future services. He also discussed the contract being presented for approval. As this is a first reading, the Board will vote on the Agreement at the next meeting.

E. <u>Disposal of Surplus Property</u>

On a motion by Selectman Major and seconded by Selectman Kowalski, the Board voted 4-0 to approve the request of Paul Szymanski, Assistant Superintendent for Finance & Administration, to dispose of surplus property (West Elementary School textbooks) as presented.

F. Future Meeting Dates

The Board agreed to the future meeting dates of February 4th and 25th, March 4th and 18th and April 1st and 22nd.

VII. Work Session with Planning Board

The Board, as part of their continued discussion with the Planning Board regarding the Town Yard, listened to a presentation from Ken Buckland of the Cecil Group on zoning changes, impacts of developing the Town Yard area and responses to questions from the prior Work Session. New homes near a transit station have shown to have half the number of school children as new homes elsewhere in the community. They discussed the comparable numbers of students projected per number of units built and in residential areas.

The tax value of 160 rental units is \$449,025 while 160 owned rentals would be \$622,616 (using figures from the 2013 Andover Assessors Report). Benefits of offering housing units at a transportation hub would mean fewer cars near the train area, less vehicles on the road, as well as an influx of income spent on local goods and services approximated at \$2,573,000. After rezoning, the value of the future land would be \$3,300,000. Members of the Planning Board said they see redevelopment of the Town Yard area as a tremendous opportunity to capitalize on, it would enhance the downtown area and they are in support of relocating the Town Yard and developing the overlay district. They strongly agree a rezoning warrant article should be prepared for the Annual Town Meeting.

Chairman Salafia went on record to say that Selectmen Lyman, who was not able to attend tonight's meeting, does not agree that the Town Yard should be moved and a new Town Yard developed elsewhere.

The next steps are to schedule a public meeting as soon as possible and to develop a Town Meeting zoning proposal for Town Meeting. The zoning warrant articles will be discussed at the next Board of Selectmen's meeting on January 14th.

VIII. Consent Agenda

A. <u>Common Victualler License</u>

Selectman Kowalski motioned to approve the request of Sanjeev P. Kumar, d/b/a

Subway, 18 Brittany Lane, Billerica, MA for a Common Victualler license for use at 9 Elm Street, Andover. The request has been reviewed and approved by the Town Clerk subject to the condition that all other requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

B. <u>Little League Parade</u>

Selectman Vispoli motioned to approve the request of Scott Nichols, on behalf of the Andover Little League, for permission to conduct their annual Opening Day parade on Saturday, April 27, 2013 beginning and ending at the Doherty Middle School parking lot. They are requesting to close Bartlet Street, Morton Street, Main Street to Chestnut Street for the parade. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Major and voted 4-0 to approve.

C. <u>DCS Yard Sale</u>

Selectman Major motioned to approve the request of Mary Montbleau, Community Services Director, for permission to use The Park on Saturday, May 4, 2013 (raindate – Sunday, May 5, 2013) from 7:00 A.M. to 3:00 P.M. for their Annual Spring Yard Sale. The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

D. <u>Appointments and Re-appointments</u>

On a motion by Selectman Kowalski and seconded by Selectman Major, the Board voted to approve the following appointments by the Town Manager:

DEPARTMENT	POSITION	RATE	EFF. DATE
DEPARTMENT OF PUBLIC WORKS – Highway Division			
Scott C. Bernard	Maintenance Craftsman	W5-4-2/\$54,304	1/08/13
POLICE DEPARTMENT			
Elliot A. Siegel	Patrolman	P-500-1/\$47,483	1/06/13
Angelo Taveras	Patrolman	P-500-1/\$47,483	1/06/13
Linda Lane	Office Assistant II – PT	IE-12-6-2/\$25.37/hr.	1/08/12
COMMUNITY SERVICES			
Louis B. Correra	Basketball Referee – PT	C2A/\$8.00/hr.	12/24/12
Connor M. Merinder	Basketball Referee – PT	C2A/\$8.00/hr.	12/24/12
Rebecca Alois	Basketball Referee – PT	C2A/\$8.00/hr.	12/11/12
Jaclyn Alois	Basketball Referee – PT	C2A/\$8.00/hr.	12/11/12

IX. Approval of Minutes from Previous Meetings

On a motion by Selectman Kowalski and seconded by Selectman Major it was voted 4-0 to approve the following minutes with the exception of November 19, 2012.

November 19, 2012 - Work Session - HOLD

November 15, 2012 – Tri-Board Meeting w/School Committee & Finance Committee, November 26, 2012 – Special Meeting, December 3, 2012 – Special Meeting, December 3, 2012 – Tri-Board Meeting w/School Committee & Finance Committee, December 10, 2012 – Joint Meeting w/Planning Board, December 17, 2012 – Regular Meeting, and the Tri-Board Meeting w/School Committee & Finance Committee of December 17, 2012.

X. Adjournment

At 10:26 P.M., Selectman Major motioned for the Board to adjourn the Regular Meeting of Monday, January 7, 2013. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

Respectfully submitted,

Dee DeLorenzo

Dee DeLorenzo, Recorder

Documents: Public Hearing Notice from Town Clerk's Office

Special Town Meeting Proposed Warrant Articles Draft of Renewal of 5-Year Agreement with ACAM

Copies of Minutes submitted for approval